

**KATIKATI COMMUNITY RESOURCE CENTRE
INCORPORATED**

FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2014

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

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**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

DIRECTORY

CHAIRPERSON:	Nathalie Thomas-Zenden
SECRETARY:	Heather Jerram
TREASURER:	Alan Dodwell
MANAGER/COORDINATOR:	Chris Ridder
GOVERNANCE BOARD:	Alan Dodwell Heather Jerram Kevin Williamson Nathalie Thomas-Zenden Jennifer Hobbs Eris Boyack
BANKERS:	Westpac P.O. Box 161 KATIKATI
AUDITORS:	Bruce W Warden Chartered Accountants P.O. Box 223 KATIKATI
DATE OF INCORPORATION:	8-Mar-91
INCORPORATION NO:	HN501666
IRD NO:	061-308-830
CHARITIES COMMISSION REG NO	CC21919

**KATIKATI COMMUNITY RESOURCE CENTRE
AUDIT REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2014**



**B R U C E W
W A R D E N**

CHARTERED ACCOUNTANTS

Audit Report

To the members of the Katikati Community Resource Centre Incorporated.

We have audited the financial reports on pages 4 to 6. The financial report provides information about the past financial performance of the Katikati Community Resource Centre Inc. and its financial position as at 31st December 2014. This information is stated in accordance with the accounting policies set out on page 7.

The Committees Responsibilities

The committee is responsible for the preparation of a financial report which fairly reflects the financial position of the society as at the 31st December 2014 and the results of its operations for the year ended on that date.

Auditors Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the committee, and to report our opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- The significant estimates and judgements made by the committee in the preparation of the financial report; and
- Whether the accounting policies are appropriate to the Katikati Community Resource Centre Incorporated circumstances, consistently applied, and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report was free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial report.

Other than in our capacity as auditor we have no relationship with or interest in the Katikati Community Resource Centre Inc.

Unqualified Opinion

We have obtained all the information and explanations we have required.

In our opinion, the financial report on pages 4 to 6 fairly reflects the financial position of Katikati Community Resource Centre Inc. as at the 31st December 2014, and the results of its operations for the year ended on that date.

Our audit was completed on 26th March 2015 and our unqualified opinion is expressed as at that date.

Bruce W Warden
Chartered Accountants

KATIKATI



KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014

STATEMENT OF FINANCIAL PERFORMANCE

	Schedule	Dec-14 \$	Dec-13 \$
INCOME			
Rent Received		40,839	41,081
Brochure Advertising		460	-
Photocopying Income		37	570
Donations Received		1,038	974
Health & Wellbeing Exhibitor Fees		3,342	-
Health & Wellbeing Exhibitor Donations		4,420	-
Health Nights Donation		2,200	-
BOPD Health Board-Information Services		-	3,410
BOP District Health Board-Antenatal		4,617	6,090
Lottery Community Grant (also schedule 3)		26,000	20,500
MSD CYF Contracting Services (also schedule 3)		8,925	8,925
MSD Capability Investment Resource		3,500	-
NZ Community Trust		10,000	4,000
Bay of Plenty Community Trust Donation		20,000	15,000
WBOP District Council		18,126	17,563
COGS		6,500	4,800
Trillian Trust		2,190	-
TECT Special Projects		34,000	-
Acorn Trust		-	5,126
Sport BOP		-	1,500
Interest Received		5,012	4,702
		191,206	134,241
Less EXPENSES			
Administration Expenses	2)	166,155	123,304
Standing Charges	2)	8,510	8,659
Charges to Internal Programmes(Note 5)		- 16,241	- 21,229
Total Expenditure		158,424	110,734
		32,782	23,507
Less Programme Deficits			
School Holiday Programme	3a)	818	2,391
Breakaway Programme	3b)	8	- 25
Youth at Risk	3c)	39	- 6
After School Programme	4)	324	1,769
Community Education Self Funded	5)	14,891	7,815
Adult & Community Education Funded	6)	2,151	2,547
Total Programmes		18,231	14,491
		14,551	9,016
CASH SURPLUS			
Depreciation	1)	2,393	3,777
		12,158	5,239
Transfer to Asset Replacement Reserve		2,000	2,000
		\$10,158	\$3,239
NET SURPLUS(- Deficit)		\$10,158	\$3,239

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

STATEMENT OF MOVEMENT IN EQUITY

	Dec-14 \$	Dec-13 \$
EQUITY		
Accumulated Funds Brought Forward	202,490	197,251
Net Surplus/ - Deficit for year	10,158	3,239
Increase in Reserves	2,000	2,000
	12,158	5,239
Total Recognised Revenue & Expenses for Year	12,158	5,239
Equity at End of Year	\$214,648	\$202,490
Analysed as:-		
GENERAL FUND		
Opening Balance	169,490	166,251
Surplus (- Deficit) for Year	10,158	3,239
	179,648	169,490
ASSET REPLACEMENT RESERVES FUND		
Brought Forward	33,000	31,000
Additions in Year	2,000	2,000
Closing Balance	\$35,000	\$33,000
Total Equity	\$214,648	\$202,490

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

STATEMENT OF FINANCIAL POSITION

	Dec-14	Dec-13
	\$	\$
CURRENT ASSETS		
Westpac Cheque Account 00	6,434	6,430
Westpac Cheque Account 01	9,516	5,182
Westpac Account 02 - Adult & Community Education	9,938	11,377
Westpac Account 03 - Wages	68,845	62,611
Westpac Account 04 - SHP & Breakaway	31,952	25,824
Westpac Account 05 - Asset Replacement Reserve	20,291	19,702
Westpac Account 06 - Administration	5,775	103
Westpac Term Investment - Wages	37,343	36,584
Westpac Term Investment - Breakaway	-	10,000
Accounts Receivable	21,003	6,485
	<hr/>	<hr/>
Total Current Assets	211,097	184,298
Less		
CURRENT LIABILITIES		
Accounts Payable	17,316	9,796
Prepaid Income	73,361	64,116
GST Payable	177	3,699
	<hr/>	<hr/>
Total Current Liabilities	90,854	77,611
WORKING CAPITAL	120,243	106,687
NON CURRENT ASSETS		
Investments		
St John Resource Centre - Katikati Inc	70,000	70,000
Fixed Assets (as per schedule 1)	24,405	25,803
	<hr/>	<hr/>
	\$214,648	\$202,490
	<hr/> <hr/>	<hr/> <hr/>

Christine Ridder
MANAGER



Nathalie Zenden-Thomas
CHAIRMAN



DATE 26 March 2015

DATE 26 March 2015

The notes and statement of accounting policies form part of and should be read in conjunction with this statement

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

STATEMENT OF ACCOUNTING POLICIES

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1. Statement of Accounting Policies

Reporting Entity

Katikati Community Resource Centre Inc. (the Society) is incorporated as a society under the Incorporated Societies Act 1908. The financial statements of the Society have been prepared according to generally accepted accounting practice.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the society.

Specific Accounting Policies

The following specific accounting policies which materially effect the measurement of financial performance and financial position have been applied.

Trade Receivables

Trade receivables are recognised at estimated realisable value.

Investments

Investments are stated at cost.

Property, Plant & Equipment

Property, plant and equipment are recorded at cost less accumulated depreciation.

Depreciation

Depreciation has been calculated to allocate the cost of the assets over their estimated useful lives, as shown on Schedule 1.

GST

The financial statements have been prepared on a GST exclusive basis.

Income Tax

The society has charitable status and is exempt from income tax.

Leases

The society leases buildings from St John Resource Centre – Katikati Inc.

Operating lease payments where the lessors effectively retain substantially all of the risks and benefits of ownership of the lease items are included in the determination of the net surplus in equal instalments over the lease term.

Grants

Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

Differential Reporting

The Society qualifies for differential reporting as it is not publicly accountable and it is small. The Society has taken advantage of all available differential reporting exemptions.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

2. Commitments and contingencies

The society did not have any capital commitments or contingent liabilities at year end (2013:nil)

3. Related party transactions

The society is in a joint venture with St Johns, the society leases land and buildings from the joint venture on normal trading terms, apart from that there were no related party transactions during the year.

4. Subsequent events

There were no significant events after balance date.

5. Room Rental, Administration and Photocopying Expenses

Income from internal programmes represent charges made to specific programmes to reflect their actual cost.

Programme	Rental	Administration	Photocopying	Totals
School Holiday Programme	4,020	-	1,774	5,794
Community Education (CE)	2,140	-	670	2,810
Adult & Community Education (ACE)	3,920	-	741	4,661
Youth at Risk	-	2,340	-	2,340
After School Programme	-	-	636	636
	\$10,080	\$2,340	\$3,821	\$16,241

KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014
SCHEDULE OF FIXED ASSETS AND DEPRECIATION

Asset	Cost	Book	Additions	Gain/Loss	Capital	-----Depreciation-----		Accum	Book		
	Price	Value				Disposals	on			Profit	Mth
	\$	01/01/14	\$	Disposal				31/12/14	31/12/14		
	\$	\$	\$					\$	\$		
Plant and Equipment at Cost											
Ceiling Fans	565	44				12	12.00%	DV	3	524	41
Computer Workstation	660	92				12	10.00%	DV	9	577	83
Filing Cabinet	299	40				12	10.00%	DV	4	263	36
Overhead Projector	549	-				12	33.00%	DV	-	549	-
Panasonic Facsimile	399	-				12	33.00%	DV	-	399	-
Filing Cabinet	176	40				12	10.00%	DV	4	140	36
Display Cabinet	2,385	571				12	10.00%	DV	57	1,871	514
Filing Cabinet	298	-				12	8.00%	CP	-	298	-
Whiteboard – share of	2,110	-				12	24.00%	CP	-	2,110	-
Sidewalk Sign	565	198				12	6.50%	CP	37	404	161
Data Projector – share of	2,735	-				12	15.50%	CP	-	2,735	-
Outdoor Sign	1,415	168				12	9.60%	CP	136	1,383	32
Laminator	999	-				12	18.60%	CP	-	999	-
Leasehold Improvements	2,894	2,111				12	3.00%	CP	87	870	2,024
Leasehold Improvements	27,376	20,397				12	3.00%	CP	821	7,800	19,576
Computer Toshiba Notebook	1,300	-				12	40.00%	CP	-	1,300	-
Computer Toshiba Notebook	1,300	-				12	40.00%	CP	-	1,300	-
Heat Pump - Share of	1,722	690				12	10.00%	CP	172	1,204	518
Computer - notebook	1,888	-				12	36.00%	CP	-	1,888	-
Photocopier	6,995	-				12	36.00%	CP	-	6,995	-
Computer-notebook	1,555	-				12	48.00%	CP	-	1,555	-
Eftpos	959	-				12	48.00%	CP	-	959	-
Computer Toshiba Notebook	1,404	-				12	48.00%	CP	-	1,404	-
Computer Server	2,261	-				12	40.00%	CP	-	2,261	-
Computer Toshiba Notebook	809	215				12	40.00%	CP	215	809	-
Computer Toshiba Notebook	1,300	347				12	40.00%	CP	347	1,300	-
Panasonic Projector	995	871				12	30.00%	CP	298	422	573
Panasonic Projector	995	-	995			8	30.00%	CP	199	199	796
Total	66,908	25,784	995						2,389	42,518	24,390
Furniture and Fittings at Cost											
Curtains	2,419	19				12	22.00%	DV	4	2,405	15
Carpets	993	-				12	30.00%	CP	-	993	-
TOTAL	70,320	25,803	995						2,393	45,916	24,405

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 2 TO THE FINANCIAL STATEMENTS

	Schedule <u>2</u>	Dec-14 \$	Dec-13 \$
DIRECT EXPENSES			
ADMINISTRATION EXPENSES			
Advertising		4,570	4,638
Annual General Meeting		13	126
Antenatal Expenses		2,970	4,081
Audit Fees		800	715
Bank Charges		18	6
Catering		81	26
Cleaning		3,135	3,238
Computer Consumables		259	685
Consultancy		3,500	-
Fees		178	105
Gifts & Vouchers		240	14
Health & Wellbeing Expo Costs		5,788	
Health Nights Costs		5,326	-
Low cost Assets		87	-
Printing, Stationery, Post		1,832	959
Refreshments		494	521
Repairs and Maintenance		3,614	2,491
Resource Material		-	43
Subs and Donations		-	25
Supervision		85	85
Telephone		838	950
Training		143	165
Travelling		891	1,016
Volunteer		200	469
Wages-Staff		130,109	102,040
Employer Contribution		984	906
		<hr/>	<hr/>
Total Administration Expenses		166,155	123,304
		<hr/> <hr/>	<hr/> <hr/>
STANDING CHARGES			
ACC Levy		869	886
Rent		6,336	6,336
Insurance		1,305	1,437
		<hr/>	<hr/>
Total Standing Charges		8,510	8,659
		<hr/> <hr/>	<hr/> <hr/>
TOTAL		\$174,665	\$131,963
		<hr/> <hr/>	<hr/> <hr/>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 3a TO THE FINANCIAL STATEMENTS

SCHOOL HOLIDAY PROGRAMME INCOME & EXPENDITURE

	Schedule <u>3a</u>	Dec-14 \$	Dec-13 \$
INCOME			
Lottery Community		4,000	5,500
Ministry of Social Development(SHP)		31,925	23,962
NZ Community Trust		-	4,000
SHP - Activity Fees		42,337	35,304
Total Income		78,262	68,766
EXPENSES			
SHP - Advertising		858	1,490
SHP - Photocopying & Stationery		1,394	1,124
SHP - Bus Hire & Travel		9,313	5,504
SHP - Course Material		2,761	3,428
SHP - Entry Fees		13,597	14,007
SHP - Tutor Wages		11,220	10,402
SHP - Employer Contribution		42	20
SHP - Tutor Fees		9,807	6,828
SHP - Cleaning		456	217
SHP - First Aid Supplies		3	97
SHP - Resource Materials		-	107
SHP - General Expenses		-	134
SHP - Additional Staffing		7,536	9,283
SHP - Employer Contribution		137	169
SHP - Volunteer Expenses		132	265
SHP - Refreshments		623	623
SHP - Staff Travel		140	10
SHP - Telephone		838	786
SHP - Training		129	87
SHP - Donation		-	50
SHP - Uniforms		203	-
SHP - Sports Equipment		181	1,018
SHP - Computer Maintenance		262	619
Wages-Holiday Programme Coordinator		19,448	14,890
Total Expenses		79,080	71,158
Total School Holiday Programme Surplus (-Deficit)		-\$818	-\$2,392

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 3b & 3c TO THE FINANCIAL STATEMENTS

BREAKAWAY HOLIDAY PROGRAMME INCOME & EXPENDITURE

	Schedule <u>3b</u>	Dec-14 \$	Dec-13 \$
INCOME			
Ministry of Social Development (Family and Community Services)		10,000	10,000
Total Income		10,000	10,000
EXPENSES			
Breakaway Expenses		4,019	3,842
Breakaway Wages		5,989	6,133
Total Expenses		10,008	9,975
Total Breakaway Holiday Programme Surplus (-Deficit)		<u><u>-\$8</u></u>	<u><u>\$25</u></u>

SCHEDULE 3c TO THE FINANCIAL STATEMENTS

YOUTH AT RISK INCOME & EXPENDITURE

	Schedule <u>3c</u>	Dec-14 \$	Dec-13 \$
INCOME			
Ministry of Social Development (Child Youth and Family)		17,964	17,964
Total Income		<u><u>17,964</u></u>	<u><u>17,964</u></u>
EXPENSES			
Youth at Risk - Expenses		2,715	1,578
Youth at Risk - Wages		15,288	16,380
Total Expenses		18,003	17,958
Total Youth at Risk Surplus (-Deficit)		<u><u>-\$39</u></u>	<u><u>\$6</u></u>

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 4 TO THE FINANCIAL STATEMENTS

AFTER SCHOOL PROGRAMME INCOME & EXPENDITURE

	Schedule <u>4</u>	Dec-14 \$	Dec-13 \$
INCOME			
Ministry of Social Development (OSCAR)		6,650	9,325
Work & Income OSCAR Subsidy		5,330	6,442
ASP - Activity Fees		24,762	13,323
Total Income		36,742	29,090
EXPENSES			
ASP - Advertising		131	231
ASP - Photocopying & Stationery		697	660
ASP - Materials		170	233
ASP - Room Rental Costs		2,000	2,000
ASP - Supervisors Wages		18,738	16,001
ASP - Employer Contribution		562	447
ASP - Assistants Wages		9,258	7,591
ASP - Cleaning		20	41
ASP - Computer Consumables		202	269
ASP - First Aid Supplies		9	16
ASP - Gifts		48	51
ASP - Refreshments		1,239	951
ASP - Phone		1,047	855
ASP - Training		286	43
ASP - Equipment		19	-
ASP - Uniforms		-	-
ASP - Administration		2,640	1,470
Total Expenses		37,066	30,859
Total After School Programme Surplus (-Deficit)		-\$324	-\$1,769

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 5 TO THE FINANCIAL STATEMENTS

COMMUNITY EDUCATION SELF FUNDED INCOME AND EXPENDITURE

	Schedule	Dec-14	Dec-13
	<u>5</u>	\$	\$
INCOME			
Community Education Self Funded Fees		26,801	24,891
Sponsorship		-	-
Total Income		26,801	24,891
 EXPENSES			
CE - Advertising		5,458	2,843
CE - Photocopying & Stationery		681	834
CE - Coordinators Wages		9,760	7,435
CE - Tutor Wages		3,650	2,657
CE - Tutor Fees		18,763	14,213
CE - Room Hire		2,714	3,640
CE - Tutor Gift		39	-
CE - Travel		-	90
CE - Refreshment Costs		71	75
CE - Materials		130	739
CE - Phone & Internet Costs		426	180
Total Expenses		41,692	32,706
Total Community Education Surplus (-Deficit)		-\$14,891	-\$7,815

**KATIKATI COMMUNITY RESOURCE CENTRE INCORPORATED
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2014**

SCHEDULE 6 TO THE FINANCIAL STATEMENTS

ADULT AND COMMUNITY EDUCATION INCOME AND EXPENDITURE

	Schedule	Dec-14	Dec-13
	<u>6</u>	\$	\$
INCOME			
TEC Funding		60,598	60,598
Adult & Community Education Fees		<u>5,278</u>	<u>7,789</u>
Total Income		65,876	68,387
EXPENSES			
ACE - Advertising		5,458	8,324
ACE - Photocopying & Stationery		1,155	1,012
ACE - Administration Costs		445	1,611
ACE - Coordinators Wages		22,774	22,306
ACE - Employer Contribution		152	373
ACE - Tutor Wages		16,713	15,587
ACE - Tutor Fees		9,764	12,169
ACE - Room Hire		5,346	5,860
ACE - Repair & Maintenance		38	110
ACE - Resource Material		27	21
ACE - Insurance (25% share)		435	295
ACE - Travel		1,405	1,078
ACE - Training		-	86
ACE - Volunteer Expenses		183	269
ACE - Refreshment Costs		213	200
ACE - Tutor Gift		19	71
ACE - Materials		150	452
ACE - Phone & Internet Costs		425	540
ACE - Computer Consumables		3,325	571
Total Expenses		<u>68,027</u>	<u>70,935</u>
Total Adult & Community Education Surplus (-Deficit)		<u><u>-\$2,151</u></u>	<u><u>-\$2,548</u></u>